



NOV 27 2008

DepED MEMORANDUM
No. 550, s. 2008

INVENTORY OF ICT FACILITIES OF TECH-VOC HIGH SCHOOLS RELATIVE
TO THE ESTABLISHMENT OF REGIONAL ICT TECH-VOC HIGH SCHOOLS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Heads, Technical-Vocational Schools
All Others Concerned

1. In line with the present direction of the Department to strengthen the integration of ICT into the curriculum, another category of Technical-Vocational High Schools shall emerge which shall be the center of development and excellence in terms of ICT. The 4th category of the tech-voc high schools shall be named as Regional ICT Tech-Voc High Schools, and shall be offering various specializations in ICT depending on the school capability and readiness.

2. The specific objectives of establishing said schools are the following:

- a. to serve as the regional center of development and excellence in ICT;
- b. to serve as the technical support system of tech-voc high schools and other types of general high schools; and
- c. to offer various specializations in ICT leading to national and international certifications.

3. The sixteen (16) Regional ICT TVHSs shall or may be offering the following advanced ICT courses, depending on the school's capability to offer and its available resources:

- a. Programming
- b. Data Basing
- c. Networking
- d. PC Hardware Servicing
- e. Other ICT course subject to evaluation of the TVE and ICT curriculum experts

4. In this regard, all regions are enjoined to conduct an assessment and inventory of ICT facilities of tech-voc high schools to determine the most capable school to be the Regional ICT TVHS and to identify the type of intervention needed by the tech-voc high schools in terms of ICT facilities. There shall be a regional ocular inspection and assessment to be administered by the Regional TVE/ICT Coordinators together with a representative from the TVE Task Force following a standard assessment criteria provided in Enclosure No. 1.



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5. The schedule of assessment is as follows:

	Regions	Schedule
a.	Regions I, II, III, IV-A, IV-B, NCR, CAR	January 12-17, 2009
b.	Regions V, VI, VII, VIII	December 8-13, 2008
c.	Regions IX, X, XI, XII, XIII	December 15-20, 2008

6. Regional and Division TVE/ICT Officials, Regional TVE Task Force Members, Regional Tech-Voc Associations and Administrators/Principals are hereby directed and expected to participate and make necessary preparations relative to the conduct of ocular inspections and inventory of ICT facilities of tech-voc high schools in their respective region.

7. One (1) tech-voc high school per region with the most ready ICT facilities indicated in the assessment criteria shall be selected and shall join the orientation workshop on the establishment and operationalization of Regional ICT TVHS.

8. In addition to the establishment of Regional ICT TVHS, the inventory of ICT facilities also aims to:

- a. acquire a comprehensive data base of ICT facilities; and
- b. determine the level of readiness and kind of interventions needed by the tech-voc high schools in terms of implementing the ICT projects for tech-voc education.

9. All expenses to be incurred by the region and division officials relative to the conduct of ocular inspection shall be charged against local funds while travel expenses and other related expenses of the TVE Task Force/CO Monitoring Official shall be charged against OSEC Tech-Voc Funds subject to the usual accounting and auditing rules and regulations.

10. For further information, please contact Ms. Yrrah Jean R. Pineda at cellphone no. 0917-8047209 of the TVE Task Force Office, DepED Central Office, Pasig City at tel. nos. (02) 633-9346/632-0170.

11. Immediate and wide dissemination of this Memorandum is desired.


VILMA L. LABRADOR
Undersecretary

Encl.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS

VOCATIONAL EDUCATION

SCHOOLS

Enclosure to DepEd Memorandum No. 550, s. 2008

INVENTORY OF ICT FACILITIES OF THE TECH-VOC HIGH SCHOOLS

MONITORING INSTRUMENT FORM

Dear TVHS Administrators/Principals,

This monitoring instrument aims to (1) determine the level of readiness of the tech-voc high schools in terms of implementing ICT specializations and (2) determine the kind of interventions needed by said schools.

A monitoring officer from the TVE Task Force Office shall conduct an ocular inspection in your school to gather relevant information in your school. Should they fail to visit, kindly accomplish this form and send by email to depedtechvoc@yahoo.com by or before the 20rd of January 2009.

SCHOOL PROFILE

School: _____

Region: _____

Address: _____

Division: _____

Category: Arts and Trades
 Agriculture
 Fishery

Batch: first batch (140 TVHS SY 2007-2008)
 second batch (140 TVHS SY 2008-2009)

Location: Urban
 Rural

ICT SPECIALIZATIONS

(1) Specify TVE Specializations related to ICT: (i.e. Computer Technology, Computer Education, PC Operations, etc.)

_____	_____
_____	_____
_____	_____
_____	_____

(2) PC Operations is offered as:

additional mandatory subject
 TVE specialization

STUDENT ENROLMENT

(1) No. of students enrolled per ICT specialization:

No.	ICT specializations	Total no. of Students	Enrolment per Year Level				No. of Sections
			Y1	Y2	Y3	Y4	
1							
2							
3							
4							
5							

ICT FACILITIES

(1) Total no. of computers in the school: _____
 _____ academic (for instructional use)
 _____ for administrative use

(2) Status of computer units. How many are:
 _____ in running condition
 _____ not functioning/needs repair

INVENTORY OF ICT FACILITIES OF THE TECH-VOC HIGH SCHOOLS

(3) Total no. of computer laboratories: _____

(4) With Internet Connection?

- Yes
 No

If yes, how many instructional units are connected to internet? _____

(5) Specifications:

Mode of acquisition	No. of Units Acquired	Year Acquired	In good running condition	Needs repair	No. of units in laboratory	Brand	No. of Windows XP	Vista	Linux or Open Office	Specify Computer Memory
PCPS 1										
PCPS 2										
PCPS 3										
i-Skools										
LGU donation										
Pvt. Sector donation										
Alumni donation										
PTCA										
Others										
Total Units										

OTHER ICT FACILITIES AVAILABLE (FOR INSTRUCTIONAL USE)

Please check if you have the following items in your school and specify no. of units:

Items	How many?	Functioning?
___ wifi ready	_____	<input type="checkbox"/>
___ with routers	_____	<input type="checkbox"/>
___ LCD Projector	_____	<input type="checkbox"/>
___ laptop (for instructional use)	_____	<input type="checkbox"/>
___ routers CSR 1800	_____	<input type="checkbox"/>
___ switches catalyst 2950	_____	<input type="checkbox"/>
___ linksys WR300N	_____	<input type="checkbox"/>
___ CAI Materials	_____	<input type="checkbox"/>
___ Others (please specify)	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

TEACHERS READINESS

(1) No. of Teachers in ICT: _____

(2) No. of teachers with ICT qualifications: (NC passer, IC3 passer, etc.) _____

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(3) List of ICT Teachers Names of Teachers	Teaching Load & Yr.	ICT Certifications	Relevant ICT Trainings	No. of Hrs/days	Conducted By:

FUTURE ICT PLANS

INTERVENTIONS NEEDED

CONTACT INFORMATION

(1) ICT Coordinator/s Name	Designation	Mobile Number	E-mail Address
_____	_____	_____	_____
(2) School Administrator/Principal Name	Designation	Mobile Number	E-mail Address
_____	_____	_____	_____

Inspected by:	_____
TVE Monitoring Officer	_____
date	_____
Verified by:	_____
_____	_____
date	_____

MONITORING INSTRUMENT